



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 30, 1976	1. Agency Address Department of Education Secondary School Programs Division Distributive Education Unit Room 324, 12 Mitchell Street Atlanta, Georgia 30334	Application Number <b>76-234</b>	
Application Number 63		Date Received JUL - 1 1976	Date Completed JUL 16 1976
2. Person to Contact William Brady, Jr.		Working Title Assistant Supervisor	Telephone Number 656-2541
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1959      To Date		5. Records Series Title (followed by title used in office, if different) Distributive Education Program Financial Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Secondary School Programs Division provides leadership and funding to the local education agencies for developing, maintaining, and expanding programs in Secondary Career and Vocational Education.  The Distributive Education Unit supervises the high school cooperative program in marketing and distribution.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Maintaining work and financial reports for documenting the financial expenditures and other functions of the Distributive Education program in the local schools.  Included are: Teacher's expense statements, quarterly requisitions, student work reports (DE Form 615), teacher's work reports (DE Form 537), monthly work report (DE Form 086), follow-up survey (DE Form 638), Program of Work (DE Form 637), and Equipment Grants.   File is arranged:      Alphabetically by type of report and thereunder chronologically by date.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>4</u> Seven to twelve months old <u>4</u> Thirteen to twenty-four months old <u>1</u> twenty-five months and older <u>0</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> Legal-size drawers _____      Shelves _____      Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? in the local schools.
	X	i. Is this series for a major portion of it regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

This series is maintained to provide state assistance for administering the Distributive Education program in the local school systems.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>L. H. Lacey</i>	6/30/76	Walker L. Baumgardner	6/29/76
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-14-76
		Secretary of State/Designee	7-13-76
		Attorney General/Designee	7-16-76